



Request for Applications

PILOT FUNDING FOR RESEARCH USE OF CORE FACILITIES

A JOINT INITIATIVE BETWEEN

INDIANA UNIVERSITY

AND

PURDUE UNIVERSITY

AND

UNIVERSITY OF NOTRE DAME

ELECTRONIC RECEIPT DATE: OCTOBER 9, 2017 ONLINE

Please note that you will be submitting through the Indiana CTSI's new grants management software WebCAMP. Please allow enough time to be familiar with a new system.

The WebCAMP user's guide is also available under the funding announcement here:

<https://www.indianactsi.org/funding/all-open-rfps/>

Questions please contact Julie Driscoll at icreate@iu.edu / 317-278-2822

INFORMATION FOR APPLICANTS

GENERAL:

The CTSI Pilot Funding program is intended to promote the use of technologies and expertise afforded by the CTSI Core Facilities available at all partner institutions. Examples of eligible projects include (i) obtaining critical preliminary data for a grant application (either new award or competing renewal), (ii) obtaining a critical reagent or resource for new studies (a new transgenic or knockout mouse model, for example), or (iii) pilot experiments to test a new idea or establish a new line of research.

The CTSI Core Pilot Grants program has the specific goal of funding projects with outstanding scientific merit that can be linked to generating extramural funding or novel intellectual property (IP). Success of the program will be viewed, in a large part, by the fostering of new funded grants or providing significant contributions to grant renewals. Therefore, proposals will be judged highly on the likelihood of generating new IP or extramural grant support along with scientific merit. The application must make clear how an award will contribute to future extramural funding or IP generation. Including specifics regarding the anticipated scope and sources of funding of the resulting proposals will be helpful to the reviewers. The committee must be able to discern why pilot funding is needed in addition to funds currently available to the PI. In some cases it is important that the application make clear what will be done by the core and what will be done by the investigator's laboratory; investigator's laboratory expenses are not eligible for this mechanism. To emphasize, this funding mechanism does not support investigator expenses aside from direct use of core facilities.

Applications to this program are expected to have a maximum requested amount of \$10,000; projects are typically two years in duration.

WHO MAY APPLY:

IUSM: All full-time faculties, regardless of tenure status, having a primary appointment as Assistant Professor or Assistant Scientist and above, are eligible to apply. This eligibility includes those faculty appointed as part-time Assistant Professor or above, if they are geographically full-time. Faculty that hold the title of visiting rank must discuss eligibility with the Indiana CTSI and obtain prior approval. *Please email icreate@iu.edu to determine eligibility before submitting.* **This mechanism is not open to postdoctoral fellows.**

IUB/IUSM/IUPUI: All tenured or tenure-track faculty at or above the Assistant Professor level; faculty at all levels of the Scientist or Scholar tracks.

Purdue: All tenured or tenure-track West Lafayette faculty at or above the Assistant Professor level; all research professors; all clinical faculty.

Notre Dame: All tenured/tenure-track, research, and special professional faculty.

RESTRICTIONS:

1. Facilities and Administrative costs, or indirect costs, are not allowed.
2. Awarded funds will be 'deposited' with the specified CTSI core and can only be used for core services. Expenses other than for core services are not allowable.

3. Institutional support must be indicated by completion of all signatures on the application pages. Facsimile or electronic signatures are appropriate.
4. Funds may not be extended beyond the two year period of the award.

APPLICATION GUIDELINES:

1. Application forms can be obtained online at [CTSI Fall 2017 Core Pilot link](#)
2. Funding is for utilization of designated CTSI core facilities only. Only those cores denoted with a CTSI seal (shown below) are eligible under this program. Information describing each eligible core is available at <https://legacy.indianactsi.org/servicecores> .
3. There is a maximum \$10,000 limit per proposal and funding may only be used for services provided by the Core. The Committee expects that many proposals will request less funding. If more than one Core service is requested, the budget must clearly indicate how much will be spent per Core.
4. You may submit more than one proposal for a given deadline, but you **MUST** indicate to the Committee your priority ranking of your requests in your submittal.
5. The two page “Research Plan” section of successful applications will clearly describe how pilot funding from this mechanism will aid in either “jump-starting” a project or strengthening a planned or pending submission. It is emphasized that, with the exception of project resubmissions (see Point #6 below), **this section may not exceed two single spaced 8.5 x 11 pages** with 1/2 inch margins on all sides. Font must be 11 points or larger and be similar to Arial, Helvetica, or Georgia.
6. If your proposal is a resubmission of a previously reviewed CTSI Core Pilot application, it is permissible, and requested to include an additional ½ page describing how your current application addresses reviewer concerns.
7. A references section should be included, but is not considered in the 2 page limit (item 5).
8. The biosketch must be provided in **newly published NIH format**. It is limited to 5 pages in length and should include personal statement relative to this proposal, positions, honors, contribution to science and selected research projects that are most relevant to the proposed project. For those unfamiliar with the NIH format, more information can be found within the [PHS398 application instructions document](#).
9. An “other support” section must be included in NIH format. This section is not subject to a page limit. It must provide details of all extramural funding available to the applicant. This includes any funding through program projects, centers, joint grants and any other mechanisms. If other funds are available, the relevant specific aims of those proposals must be included. If no other relevant funding is available, please submit an “other support” page noting this status.
10. The Core Director must concur with the suitability of the use of the Core and the cost involved. A letter from the Core Director is required and must be included in the application. It is strongly recommended that you contact the Core Director no later than 10 business days prior to the submission deadline. Core Directors who are not given at least 10 business days to consider the suitability may, at their discretion, refuse to provide a letter. Any application that does not contain a letter from the Core Facility Director will not be reviewed by the Committee.
11. **Proposals are due by OCTOBER 9, 2017** and are to be submitted online:

- Via the ‘**Start a submission**’ link here: [CTSI Fall 2017 Core Pilot link](#)
 - **Or** using the CTSI grants management software link [Fall 2017 Core Pilot WebCAMP link](#)
12. The number, size and scope of the final Core Pilot awards will be determined by the CTSI Executive Committee.
 13. Projects should have a start date no earlier than **January 1, 2018** and requested project period may not exceed **24 months**.
 14. NOTE: If an application is not received five business days prior to the deadline it is assumed the principal investigator has waived administrative review rights; consequently, the proposal may be subject to administrative withdrawal if not compliant with guidelines.

Applications should follow this sequence:

Page 1-2 **Face Page:** specify the title of the proposal, principal investigator and his/her affiliation, and the total dollar amount requested. Indicate the CTSI core facility to be utilized.

Page 2 **Project Summary:** This should be a brief (300 word maximum) abstract in layman’s terms. If an award is made, this will be published on the CTSI HUB. Proprietary information should not be included in the summary, since the website posting will be publicly accessible.

Page 3-4 **Research Plan:** Describe the scope of the overall project and justify how the funding requested will aid in either strengthening a planned or pending submission or “jump-starting” a project with a high likelihood of generating external funding or IP.

Describe the rationale behind the proposed approach and how the preliminary data generated from the core will be used. Briefly describe the preliminary work that led to this proposal. Clearly state the experiments and the role of the core facility.

Include 1 – 2 sentences at the end of the proposal that indicate future directions. For very basic science proposals, please include 1 – 2 sentences on how this project is translatable.

The research plan must not exceed the **TWO PAGE LIMIT** **except** for resubmission of projects previously submitted for Core Pilot awards, which are permitted an additional ½ page to describe how the current proposal specifically addressed the previous reviewers’ comments.

Page 5** **References:** Not included in the 2-page limit. They should be inserted here, after the text of the research plan.

Page 6** **Budget** (very brief): Limit the proposed budget to the cost of services provided by the (each) Core(s). Each Core’s costs should be specifically designated. Provide the source of your cost estimate.

Page 7-11** **Biosketch:** Include a biographical sketch of the principal investigator in **new published NIH format** including personal statement (5-page maximum).

- Page 12**** **Other Support:** It is critical that the Other Support page be clear, detailed and include funding through program projects, centers, joint grants, etc., as well as the role of the applicant in each grant and any potential overlap.
- Page 13**** **Letter from Core Director:** (if the project plans to use more than one Core, please submit all necessary letters).
- Page 14+** **Supporting Information:** Attach as an addendum any supporting materials

*** Pagation will vary based upon inclusion of resubmission comments and/or length of references.*

For questions regarding scope of the proposal, please contact:

IU	Julie Driscoll	(icreate@iu.edu)
Purdue	Tommy Sors	(tsors@purdue.edu)
Notre Dame	Melanie DeFord	(mdeford@nd.edu)

For questions concerning financial issues related to budgeting and grant submissions, please contact:

IU	Robert Dimmitt	(ictsi@iu.edu)
Purdue	Erica Cottrell	(ecottrel@purdue.edu)
Notre Dame	Rick Hilliard	(Richard.A.Hilliard.1@nd.edu)

REPORTING REQUIREMENTS FOR AWARDEES:

All award recipients must agree to comply with CTSI internal award funding reporting requirements as described below.

1. At time of award, provide all NCATS / CTSI required investigator and study information.
2. Semi-annual progress reporting during the life of the award as required by CTSI for metrics reporting to NCATS.
3. At the end of the funding period a final progress report containing the following information:
 - a. Research Plan progress statement
 - b. Statement of obstacles
 - c. Publications, grants submitted; grants funded that used data generated by core, and intellectual property generated
4. Annual follow up for up to 2 years after the expiration date of the funding period, or as requested by the CTSI to provide (a) publications (b) grants submitted; (c) grants funded that used data generated by core, and (d) intellectual property.
5. By accepting this award, grant recipients agree to have their names and project titles publicly posted on the Indiana CTSI website and/or in a publication.
6. By accepting this award recipients agree to notify the Indiana CTSI @ icreate@iu.edu in writing if leaving the university prior to the closure of this project. The Indiana CTSI must approve all transfers to a new PI.

7. Grant recipients are required to acknowledge receipt of Indiana CTSI support in any presentation or publication of work funded by a Core Pilot award as follows:

This [(publication was made possible) (project was supported)] by the Indiana Clinical and Translational Sciences Institute, funded in part by grant # ULI TR001108 from the National Institutes of Health, National Center for Advancing Translational Sciences, Clinical and Translational Sciences Award. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health."